



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
RECREATION SPECIALIST - STONEY RUN
(PUBLIC RELATIONS & SPECIAL ACTIVITIES)

PARKS, RECREATION, AND TOURISM Human Resources Department

700 Town Center Drive, Suite 200

Newport News, VA 23606

Phone: (757) 926-1800

Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position assists with facility programming, concession stand operations, and event contracting for the Stoney Run Athletic Complex. Acts as facility supervisor as needed. Reports to the Recreation Facility Supervisor.

ESSENTIAL JOB FUNCTIONS

Assists with facility operations to include staffing, field preparations and maintenance and custodial operations. Assists with coordinating concession stand operations to include inventory management, sales, food preparation and point of sale utilization; ensures compliance will applicable Department of Health standards of food service operations.

Assists with facility reservations; contracts with in-house and private entities; enforces all contractual obligations.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Compiles payroll records for part-time facility staff as required.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming - Knowledge of recreational programming and recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles, and practices. Basic knowledge of athletic programs to include applicable sports rules and regulations.
- Customer Service - Considerable knowledge of principles and processes for providing customer services.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Cleaning Methods - knowledge of cleaning methods, materials, and equipment.

REQUIRED SKILLS

- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves inquiries and disputes.
- **Computer Skills** - Utilizes a personal computer with word processing, spreadsheet and related software to complete a variety of administrative tasks with reasonable speed and accuracy.
- **Judgment/Decision Making** – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Time Management** - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- **Communication** - Ability to communicate effectively so others will understand. Ability to listen and understand information and ideas presented verbally or in writing.
- **Mathematics** - Ability to perform basic arithmetic and statistical applications.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in a related field and 2-4 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

A valid driver's license with an acceptable driving record.

ENVIRONMENTAL HAZARDS

The job may risk exposure to extreme heat and cold, wet or humid conditions, dust and pollen, noise, electrical shock, odors, traffic, moving machinery, animals and wildlife and communicable diseases.

PHYSICAL AND DEXTERITY REQUIREMENTS

Requires light to medium work that involves occasional walking, standing, sitting, kneeling, squatting, lifting, gripping, pushing and raising objects and involves exerting between 20 to 25 pounds of force on a regular and recurring basis.

SENSORY REQUIREMENTS

The job requires normal visual acuity, field of vision, hearing and speaking.